

SAMPLE FOIA REQUEST LETTER

DATE

COMPANY NAME (IF APPLICABLE)  
NAME  
ADDRESS  
CITY, STATE ZIP CODE + 4  
COMMERCIAL TELEPHONE

FOIA Manager  
178th Fighter Wing  
801 Fontaine Lane  
Springfield-Beckley ANG Base, OH 45502-8789

Dear FOIA Manager:

Under the Freedom of Information Act (FOIA), I request (Identify the document or information as specifically as possible).

I am willing to pay all required fees incurred in providing this information.

(Optional: I am willing to pay required fees for this information up to maximum of \$ \_\_\_\_\_.  
If fees exceed this amount, please obtain payment approval prior to incurring the dept or providing the information.)

Sincerely  
(PRINTED NAME AND SIGNATURE)